

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

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VAT Registration Number: 296 9715 35

Minutes of the **Old School Committee Meeting** of the Parish Council

Held on Tuesday 27th November 2018

At 7.15 pm in the Old School, Market Lavington

Committee members in attendance: Cllr Myhill (Chairman), Cllr Davis, Cllr White, Cllr Padfield, Cllr Earley, Cllr Gordon, Mike Bridgeman (Tuesday Club Trustee – arrived at 7.52pm) and Diane Pearce-Harvey (Tuesday Club Trustee – arrived at 7.25pm).

Others in attendance: Carol Hackett (Parish Clerk) and one member of the public (arrived at 7.58pm and left at 8.16pm)

	AGENDA ITEM
18/19-193	Apologies for Absence Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
18/19-194	Declarations of Interest and Dispensations to Participate There were none.
18/19-195	Minutes of Committee meeting The minutes of the Old School Committee held on 6th November 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Padfield).
18/19-196	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.16pm.
18/19-197	Update on actions agreed at last meeting <ul style="list-style-type: none">a) Window blinds – The Clerk referred to the on-line quote she had obtained for ‘supply only’ surface-mounted Roman blinds for all the windows (including window panes in doors) for the two main rooms. A supplier was due to carry out a site visit next week to provide a quote on a ‘supply and fitting’ basis. It was agreed that both options would be considered further at the next meeting.b) Projector & AV equipment in the Main Hall & TV Monitor in the Dr John Reid Room – Cllr Myhill reported that this item had been considered at the Parish Council meeting 20/11/18, and approval given to accept the quote from Status Audio Visual Ltd of £3,030 + VAT phase 1 - Projector & AV equipment, and phase 2 amount of £1,650 for supply and installation of the TV screen etc. The Clerk reported that approval had now been received from the Plain Action Grant Manager for the change in supplier. Cllr Myhill advised that the dealer had been instructed to carry out the work and a fitting date was awaited. It was noted that the phase 2 work would be commissioned when sufficient funds were available.c) Display Cabinet/s – Cllr Myhill referred to some additional correspondence received from the Museum curator, confirming that there were very few relevant artefacts at the museum, which were of varying sizes, and would not easily form a cabinet display. With this in mind, it had been suggested that photographic copies could be taken of some of the 3D artefacts and copies of some of the photographs then framed and hung in the Old School. Members considered this was a good idea, and the suggestion was made that the professional photographer, who had been photographing the building throughout the restoration, be asked if he would mind doing this. It was also suggested that some of the photographs could be transferred onto canvases to help improve the acoustics. In view of this change, there was no longer a necessity to obtain display cabinets – ACTIONS – Clerk to liaise with Museum Curator, Mike Bridgeman to liaise with photographer.d) Re-opening Launch Event – Members reviewed the updated Event Planning Summary, and the following actions were agreed: Cllr Earley to prepare a finger buffet with the support of Cllr White, catering for 100 people, and

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	<p>organise the celebration cake. Cllr Gordon with the support of the Parish Clerk to coordinate sending out the formal invites just before Christmas. Local resident to design invites. Clerk to contact user groups to invite them to have a stall at the Open Day on Saturday. Clerk to ask Museum if they still had an 'Old School DVD' which could be shown at the event.</p> <p>e) Web-site – Cllr Myhill reported that the website had gone live yesterday and encouraged members to take a look and let him have any feedback.</p> <p>f) New external signage – Cllr Davis noted that he was awaiting receipt of one quote and would also be reviewing the condition of the existing wooden signage to determine how much time would need to spent on refurbishing them. Matter to be considered further at next meeting.</p> <p>g) Metal gates at rear of building – The Clerk referred to the quote she had obtained (one further quote was had been sourced by Cllr Myhill, but was yet to be received). It had been noted that even with a security gate in place, it would be quite easy for access to be gained by climbing over the steps onto the shed roofs, and jumping down into the rear courtyard, and then opening the gates from the inside. With this in mind, and following further discussion, it was agreed to investigate the cost of CCTV cameras as an alternative security measure – ACTIONS – Cllr Myhill to obtain quotes for consideration at next meeting.</p> <p>Reference was made to whether the Cleaner had a specific job specification, and whether any changes to this might be required following the restoration work, including any additional hours – ACTIONS – Clerk to forward Cllrs Earley and White a copy of the current 'Cleaning Schedule' for their comments.</p>
18/19-198	<p>Old School Restoration Project</p> <p>a) Meeting held on Friday 23rd November with Project Manager, representatives from Snape (window contractor had been unable to attend) – Cllr Myhill referred to a number of outstanding matters that had been discussed in detail:</p> <ul style="list-style-type: none">• Repair of sliding doors – Cllr Myhill provided a full account of the discussion regarding the issue, which had resulted in the Project Manager offering to cover the cost of the repairs. Members agreed to accept this offer – ACTIONS – Clerk to liaise with Project Manager regarding payment.• Replacement windows / secondary glazing – Cllr Myhill noted that the window contractor would need to come back and re-fit all the replacement Crittal windows. There was still some debate however, as to who was liable for the cost of repairs to the stone work surrounds, which had yet to be resolved. Following further discussion, it was agreed that the Project Manager would be formally consulted regarding this matter. It was noted that after the Crittal windows had been replaced and the internal stone work repairs carried out, the secondary glazing would then need to be re-installed and sealed properly – ACTIONS – Clerk to liaise with Cllr Myhill and Mike Bridgeman to agree format of letter to Project Manager.• Mould on underside of outbuilding roofs – Cllr Myhill reported that in the Contractor's opinion the mould had occurred due to lack of ventilation in the outbuildings. It was proposed that 3 new air bricks would be inserted under the guttering of each shed, and that the existing airbricks would be unblocked. The mould will then need to be treated when the work has been completed. <p>b) Any other Restoration Project matters that need to be discussed – Cllr Myhill noted that the full Fire Risk Assessment had now been carried out, and there was just one thing left to sign off - PAT's test on equipment in the Old School – ACTIONS – Cllr Davis agreed to carry out the tests during the Christmas period. All the appropriate health and safety signage had been installed, including a 'First Aid Point' and new fire extinguisher stands.</p>

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18/19-199	<p>Old School General Matters</p> <ul style="list-style-type: none">a) Meeting with Youth Club Wednesday 21st November – Cllr Myhill noted that two of the Youth Club Trustees had attended the meeting, but unfortunately the Youth Club leader had been unable to make it. An alternative date was due to be arranged shortly to meet with the Youth Club leader.b) Boundary Walls – The Clerk noted that it appeared the question of boundary ownership was still outstanding when the Old School was originally purchased. An initial response received from the Parish Council’s Solicitor had noted that if neither the deeds nor their working file contained any information, the old assumption was that the higher property owns the wall, because it is their responsibility to prevent their land slipping down onto the lower property.c) Consider any maintenance matters that need to be dealt with – There were none.
18/19-200	<p>Old School Budget</p> <p>Review spending for this financial year and consider draft budget and business plan for next financial year - The Clerk referred to the document circulated to members prior to the meeting, which detailed the actual income and expenditure for the Old School for 2017/18, and the estimated figures for 2018/19 as at 30/11/18, comparing them against the budgeted figures.</p> <p>Budget for next Financial Year: Working through the sheet, members considered the suggested budget figures for 2019/20 as proposed by the Clerk. <i>Receipts:</i> Although it was expected that hiring income would increase significantly due to the improved facilities, following the restoration, the Clerk and members recognised that it was very difficult to estimate with any certainty, exactly how much more income was likely to be received, and were therefore cautious not to over-estimate the budget income figure. <i>Payments:</i> Increases had been factored into the budget for oil, electricity and cleaning materials to reflect the anticipated increased usage of the building. Also new amounts had been included in the budget for website hosting, broadband/Wi-Fi, Music licence and marketing. There were still a number of items that it was hoped could be provided in the Hall when funds permitted i.e. industrial dishwasher, TV in Dr John Reid Room, window blinds, and possible acoustic remedies if necessary. It was therefore agreed to increase the ‘maintenance/new equipment’ budget to a level which resulted in the overall budget remaining exactly the same as 2018/19. It was proposed by Cllr Davis seconded by Cllr Myhill and resolved by a majority vote (4 in favour, 1 against and 1 abstention) to present the draft budget, amended as detailed above, to the Management & Finance Committee for their consideration (Total budgeted income 2019/20 £4,888.65, total budgeted expenditure £9,844.65. Overall budget exactly the same as 2018/19).</p> <p>Business Plan:</p> <p>It was recognised that now the restoration of the Old School was complete, the priority was to increase marketing and maximise usage of the Old School as a community facility.</p>
18/19-201	<p>Other Old School business</p> <p>Cllr Myhill referred to an enquiry received to use the Old School as a venue for archery. Following review of the Archery GB guidance, it was evident that the Hall was neither long enough nor suitable – ACTIONS – Clerk to advise enquirer accordingly.</p>
18/19-202	<p>Date of next Committee Meeting</p> <p>Date to be arranged.</p>
18/19-203	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.30 pm.</p>